



Bureau of Regulatory Services

Auto Repair News

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DEALER AND REPAIR RESOURCE SECTION

The Dealer and Repair Resource Section (DRRS) assists licensed Michigan dealers, repair facilities, and repair technicians. The section is part of the Department of State's Bureau of Regulatory Services, Business Licensing and Regulation Division.

DRRS is responsible for assisting with investigation, mediation, and resolution of complaints against business licensees, and serves as a dealer and repair facility resource regarding requirements of the Michigan Vehicle Code and Motor Vehicle Service and Repair Act.

Dealers and repair facilities with questions regarding business requirements may contact us at 1-888-SOS-MICH.

REMOVAL OF ABANDONED VEHICLES

Does your repair facility have a problem with abandoned vehicles being left on your lot? Public Acts 493 and 495 of 2005 make it illegal for a person to abandon a vehicle on private or public property. Any person who fails to redeem an abandoned vehicle is responsible for a civil infraction with a fine of \$50 plus costs, state assessments and other statutory penalties.

Abandoning a vehicle may also be in violation of the Natural Resources and Environmental Protection Act and be subject to a civil fine of up to \$5000. If your facility has a problem with abandoned

vehicles go to the Department of State Web site at www.Michigan.gov/sos and click on Michigan Auto Lost and Found for more information on how to remove an unwanted vehicle from your property.



SPREAD THE NEWS

The Auto Repair News is published by the Department of State to inform repair facilities of rules, disciplinary hearings, orders, judgments issued or obtained, and suspensions or revocations of registrations or licenses. It is posted on the department's Web site at www.Michigan.gov/sos under "Services to Businesses."

Repair facilities are required to inform technicians of disciplinary actions against the business or the employee. Circulating the Auto Repair News to repair facility employees or making a copy available for each employee meets this requirement.

The checklist contains a series of questions pertaining to your facility's compliance with applicable environmental requirements. Completing the checklist is similar to conducting your own self-audit.

The workbook provides information regarding best management practices and pollution prevention techniques that can help your facility minimize human health risks and environmental impacts while saving money. Included with the checklist is a “Return-to-Compliance” form you can use to:

- ✓ Identify the specific violations.
- ✓ Assign an employee responsibility to correct the violation.
- ✓ Track your progress in remedying the violation.
- ✓ Certify the violation has been corrected.

Please remember to check regularly for manual updates, bulletins, new laws, and other important information available to help you run your business. When you go online, the information you need is always at your fingertips!

The Repair Facility Manual is now available only online. You will find it at www.Michigan.gov/sos under “Services to Businesses,” “Publications and Forms.” The manual contains important information for repair facilities and technicians about complying with Michigan’s repair act and rules.

The manual answers many of the questions that may come up as you deal with cus-

tomers and try to run a good business. Print a copy of the manual, keep it handy and refer to it often.



FACILITY/MECHANIC TRAINING AGAIN BEING OFFERED IN 2007

The Michigan Department of State is once again pleased to offer training to help repair facility personnel comply with the Motor Vehicle Service and Repair Act and increase positive communication with customers. The presenter will demonstrate how to conduct business within the requirements of the Act and will explain how doing so may increase the efficiency of your repair business.

Larry Stanisz of the Dealer and Repair Resource Section will share his extensive experience working in the repair industry as a mechanic, service advisor, service manager, and for the Department of State as an analyst mediating customer complaints. The training is **free**, and registration is first come, first served. Topics to be covered in the training sessions include:

- www.Michigan.gov/sos Web site
- Repair Facility Manual
- Proper written estimates and final invoices
- Record keeping requirements
- Repair facility and mechanic responsibilities
- Common mistakes to avoid
- Other basic requirements of the Act



Most daytime classes will be held at the Operations Center (State Secondary Complex, Lansing) and 2 sessions in Traverse City. Several evening sessions will also be offered and are indicated with footnotes below. **Picture ID is required to enter state office buildings.**

To register, contact the Dealer and Repair Resource Section at **(517) 373-6993**. Scheduled training dates and locations are listed below. Class size is limited—register early!

<u>Date</u>	<u>Day of Week</u>	<u>Times</u>	<u>Location</u>
July 13	Friday	9 a.m. to 12 p.m.	Operations Center
July 20	Friday	10 a.m. to 1 p.m.	Traverse City Area District Library
July 20	Friday	2 p.m. to 5 p.m.	Traverse City Area District Library
August 10	Friday	2 p.m. to 5 p.m.	Operations Center
August 22	Wednesday	6 p.m. to 9 p.m. ¹	Kent Career/Technical Center
September 6	Thursday	2 p.m. to 5 p.m.	Operations Center
September 19	Wednesday	6 p.m. to 9 p.m. ²	Oakland/Technical Campus SW
October 3	Wednesday	6 p.m. to 9 p.m. ¹	Kent Career/Technical Center
October 17	Wednesday	6 p.m. to 9 p.m. ³	Lansing Community College
October 30	Tuesday	6 p.m. to 9 p.m. ²	Oakland/Technical Campus SW
November 16	Friday	9 a.m. to 12 p.m.	Operations Center
November 28	Wednesday	6 p.m. to 9 p.m. ³	Lansing Community College
December 7	Friday	9 a.m. to 12 p.m.	Operations Center

Links to online directions for daytime and evening sessions:

[Kent Career/Technical Center](#)
[Oakland/Technical Campus Southwest](#)
[Lansing Community College](#)
[Operations Center](#)
[Traverse City Area District Library](#)

¹ Kent Career/
Technical Center,
1655 East
Beltline, N.E.,
Grand Rapids,
49525

² Oakland/
Technical
Campus
Southwest, 1000
Beck Road,
Wixom, 48393

³ Lansing
Community
College/West
Campus/M-TEC,
5708 Cornerstone
Drive, Lansing,
48917

LATE MODEL MAJOR COMPONENT PARTS RECORD KEEPING FAQs

1. What is considered to be a late model major component part?

Answer: Late model major component parts are those parts which are removed from a vehicle manufactured in the current model year or in the 5 prior model years. Vehicles weighing more than 8,000 pounds are considered late model if manufactured in the current or 15 prior model years.

Major component parts are defined as:

- ◆ The engine
- ◆ The transmission
- ◆ The right or left front fender
- ◆ The hood
- ◆ The doors
- ◆ The front or rear bumper
- ◆ The right or left rear quarter panel
- ◆ The deck lid, tailgate, or hatchback
- ◆ The trunk floor pan
- ◆ The cargo box of a pickup
- ◆ The frame, or if the vehicle has a unitized body, the supporting structures that serve as the frame
- ◆ The cab of a truck
- ◆ The body of a passenger vehicle

Note: Motorcycle major component parts are not specifically addressed by the Act. However the frame, engine and engine/transmission assembly are considered as such and must be recorded.



2. Must new major component parts be listed in the major component parts record?

Answer: No, but all used and remanufactured parts must be listed. This includes engines, transmissions and bumpers.

3. Must parts purchase invoices be kept for new and used major component parts?

Answer: Yes. Parts purchase invoices must be kept for both new and used late model major component parts. The invoice must contain information regarding the

parts purchased, the purchase price, and the dealer license number of the selling dealer.

4. Is there a preferred way to list major component parts in the major component parts record?

Answer: Yes, an easy, systematic way is to assign a number to each page and a number to each entry space in the following way: Mark the first page of the record as "1" and in the margin on the left of the page number each entry space starting with number 1. As an example, page 1, entry number 3 will be 1-3; page 2, entry number 5 will be 2-5; page 3, entry number 8 will be 3-8.

By using the page and entry number in this way parts purchase invoices and repair invoices can be marked with this number for a quick and easy cross reference to a specific part entry. This method will work well no matter how large your record may become. Remember, all records must be maintained and available for inspection for a period of five years.

5. Must the VIN be used as an assigned number?

Answer: No, it is not necessary to use the Vehicle Identification Number as the assigned number.

You may either use the VIN or create your own numbering system. A good method for creating your own numbering system is explained in Question 4.

6. Must I record the major component part number on the customer repair invoice?

Answer: Yes, each late model major component part used must have its assigned number or the page and entry number described in Question 3 listed on the repair invoice.

7. What are acceptable ways to "affix" an assigned number to a major component part?

Answer: Acceptable marking methods are: die stamp, paint pencil, electric inscriber and labeling tape, which can be permanently attached to the part. All assigned numbers must be legible.

8. Where must I place the assigned number so that it isn't removed or covered in the course of painting the part?

Answer: To minimize this problem, assigned numbers can be placed on the inside of fenders, hoods, quarter-panels, etc., and on doors in the area covered by the trim pad.

9. What can I do to avoid listing all late model major component parts removed from customer cars in my major component parts record?

Answer: If the part can be reused, it must be marked with an assigned number and listed in the major component parts record. If you do not plan to reuse the part and the part will be thrown out or sold as scrap, put the customer's repair invoice number on the part using one of the methods of marking described in Question 7. By marking the part with the repair invoice number, verification can be made that the part was obtained through a particular repair transaction.

10. After I repair a vehicle, I sometimes have parts that were removed which I feel can be repaired and reused. The insurance company tells me it does not want them. If I keep them, must they be shown in my records?

Answer: All late model major component parts, regardless of how acquired, including damaged parts removed and kept for possible future use, must be assigned a stock number and entered in your major component parts record.

In the next issue of the Auto Repair News, look for more FAQs regarding record keeping requirements for late model major component parts.

DISCIPLINARY ACTIONS

Since the last issue of the *Auto Repair News*, the Bureau of Regulatory Services has taken disciplinary actions resulting in one repair facility and five mechanics entering into probation agreements.

Repair Facility Actions

The following repair facility was charged with violations and given the penalties noted:

Nadhir Savaya, d/b/a Kings Auto Service, Inc. (Applicant), 24991 Groesbeck, Warren, 24-month probation, pending application processed based on alleged violations of the MVSRA while doing business as F155124 Woodward Collision & Auto Sales, Inc. Charges: Charged for repairs not performed, made written or oral untrue or misleading statement of a material fact, performed unauthorized repairs or exceeded estimate without approval, violated mechanic certification requirements, failed to reveal a material fact, improper invoices, failed to give a written estimate.

Mechanic Actions

The following mechanics were charged with violations and given the penalties noted:

John N. Day (M249656), Centerville, 24-month probation, violated Illinois State Law substantially corresponding to MCL 750.413. Charges: Aggravated vehicle hi-jacking with a firearm.

Gary W. Dechape (M252124, Applicant), Alanson, 24-month probation, violated MCL 750.535a. Charges: Receiving and concealing stolen property in excess of \$100.

Jason M. Schramm (M249652, Applicant), Muskegon, 24-month probation, violated MCL 750.535a. Charges: Receiving and concealing stolen property in excess of \$100.

Randy Misner, Jr. (M238866, Applicant), Sand Lake, 24-month probation, violated MCL 750.413. Charges: Unlawful driving away of a vehicle.

Richard B. Coohon (M232679), Albion, 24-month probation, violated MCL 750.415. Charges: Motor vehicle-concealing or misrepresenting identity without intent to mislead (VIN tag removal and replacement).

During the same period, 9 mechanic certificates were suspended for noncompliance with the Child Support and Parenting Time Act.

